



## Rita Harkins

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GEORGIA, LUMPKIN COUNTY  
CLERK OF SUPERIOR COURT.

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## PUBLIC NOTICE

Limited Access to Clerk of Courts Office

*Rita Harkins*  
RITA HARKINS, CLERK

In an effort to protect the safety of office staff and citizens who utilize our services, we are limiting access to the Clerk of Courts office to our staff and **essential functions only**, (as listed in the Judicial Emergency Order posted on our webpage via [www.lumpkincounty.org](http://www.lumpkincounty.org)) i.e. petitions for restraining/protective orders. To help keep exposure to a minimum, I ask citizens and litigants to contact my office via email or telephone as listed above.

Based upon Chief Justice Melton of the Supreme Court of Georgia having extended the Statewide Order Declaring Judicial Emergency **until May 13, 2020 at 11:59 PM, unless otherwise further modified or extended**, the Clerk of Superior Court's office is still open to assist via telephone and electronically.

Members of the public should call the main office number 706-864-3736 for assistance or appointment only based upon request.

Providing Notary Public services for signing documents, etc. are suspended until expiration of the Statewide Emergency Order.

### Real Estate (Deeds, Liens, Plats and UCC's)

- The public record room is **ONLY** open to those individuals performing title searches (Attorneys, Title Examiners and Surveyors) Time limits may apply.

**NOTE: ANY PERSON ENTERING THE PUBLIC RECORD ROOM SHALL WEAR GLOVES AND MASK.**

- Individuals requesting copies of their deed, lien or plat are to call the main office number for assistance.
- Electronic filing is available 24/7 at <https://efile.gsccca.org/Home.aspx>

### Superior Court Civil Filings

- Electronic filing is available 24/7 at <https://peachcourt.com>.
- Temporary Protective Orders (TPO's) and other evidentiary hearings will continue to be initiated under the stalking and family violence acts where there is imminent danger or risk of physical harm to a party or dependent child.
- Pro se filers (unrepresented by an attorney) are to call the main office number for an appointment.

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Superior Court Criminal Filings

- Electronic filing is **NOW** available 24/7 at <https://peachcourt.com>
- Original pleadings may also be mailed to the address above listed on 1<sup>st</sup> page.

Magistrate Court Civil Filings

- Filing of new cases and Answers may be filed via <https://www.ncourt.com/OrigEFile/forms/GA/navigation.aspx?Juris=GALumpkin>
- Pro se filers (unrepresented by an attorney) are to call the main office number for an appointment.

Juvenile Court Filings

- Original pleadings must be mailed to the address above listed on 1<sup>st</sup> page.

Business Professional Administrative Filings

- Notary Public Renewal Applications **expiring before May 13, 2020** are to be completed online at <https://www.gscca.org/notary-and-apostilles/notaries/notary-public-application>. Applicants should call the main office number to schedule an appointment to process your Application.
- Trade Name Applications or Partnerships will be processed **after May 13, 2020**, **unless otherwise modified or extended** by Chief Justice Melton of the Supreme Court of Georgia.

Military Discharge Records

- Customers should call the main office number listed above on the 1<sup>st</sup> page to schedule an appointment to process your DD214 Form(s).

Passport Applications

- Processing of Applications are suspended until further notice based on U.S. Department of State's COVID-19 Update via their website <https://travel.state.gov/content/travel/en/traveladvisories/ea/passport-covid-19.html>
  - NOTE: The status of their operations may change quickly. Update of Notices on their website will update as the status changes.
- Customers with questions should call 1-888-407-4747

Thank you for your patience and understanding as we reduce office traffic to protect the safety of office staff and citizens who utilize our services during this time of emergency and uncertainty.



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Lumpkin County, Georgia

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